

Work+

Work+ Pathway

12 Week Planning Guide

A recommended plan for students to
optimize their Work+ experience.



Work+

Level 1: Learn, Identify, Level Up

Week 1 60 minutes

- Complete the **Work+ Welcome module**
- Complete the **Learn module**

Week 2-4 40 minutes/week (120 min)

- Complete the **Identify module**
- Complete the Identify module content
- Brainstorm and enter experiences into the Work+ Accomplishment Tracker (column B)
- Set up time to review your Work+ Accomplishment Tracker with your supervisor (recommended)
- Submit the request form to complete the SkillSurvey self-assessment (linked in Identify module)
- Complete SkillSurvey self-assessment and submit
- Review SkillSurvey report

Week 5-11 35 minutes/week (240 min)

- Complete the **Level Up module**
- Complete the Level Up module content
- Choose 1-2 competencies to focus on during the level-up phase
- Use level-up recommendations to create a plan to take action on identified competencies
- Review what action you will take to level-up with your supervisor (recommended)
- Take action on level-up experiences
- When completed, add actions taken to your Work+ Accomplishment Tracker

Week 12 30 minutes

- Finalize any action items (level-up activities, Work+ Accomplishment Tracker completion)
- Submit the link to your Work+ Accomplishment Tracker in the Canvas course to verify the completion of Level 1

Off the pathway activities include but are not limited to

- Finalize any action items (level-up activities, completing your Work+ Accomplishment Tracker)
- Schedule an appointment with a Career Coach
- Complete a LinkedIn Learning course

***It is recommended that students complete 3 off the pathway activities during this time**

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Level 2: Storytelling

Week 1-2 30 minutes/week (60 min)

- Complete the **Foundations module**

Week 3-5 30 minutes/week (90 min)

- Complete the **Identify and Craft module**
- Add at least one accomplishment to Work+ Accomplishment Tracker
- Develop at least 1 story from your accomplishments in the Work+ Accomplishment Tracker

Week 6-8 30 minutes/week (90 min)

- Complete the **Share module**
- Add an additional 2-3 accomplishments to the Work+ Accomplishment Tracker
- Develop an additional 2-3 stories from the Work+ Accomplishment Tracker
- Take some time to write, record, or share a professional story with a peer for feedback

Week 9-10 30 minutes/week (60 min)

- Complete the **SkillSurvey Assessment**
- Submit the request form to complete the SkillSurvey self-assessment
- Supervisor completes SkillSurvey assessment
- Review Career Readiness Report with supervisor (recommended)

Week 11-12 15 minutes/week (30 min)

- Complete the **Storytelling: Listen and Learn module**
- Complete and submit link to Work+ Accomplishment Tracker with 5/+ accomplishments/stories filled out

Off the pathway activities include but are not limited to

- Finalize any action items (level-up activities, completing your Work+ Accomplishment Tracker)
- Schedule an appointment with a Career Coach
- Complete a LinkedIn Learning course

***It is recommended that students complete 4 off the pathway activities during this time**

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Level 3:

Self-directed Working Learner

Week 1-2 45 minutes/week (90 min)

- Complete the **Identifying Your Career Interest module**
- Complete module content
- Complete career assessment
- Make a copy and save your personal Career Research & Preparation tool
- Complete your Career Research & Preparation Tool and submit through Canvas

Week 3-6 45 minutes/week (135 min)

- Complete the **Prioritizing Skills module**
- Complete module content
- Complete career research activity and record responses in your copy of the Career Research & Preparation Tool
- Complete your job description analysis activity utilizing your Career Research & Preparation Tool
- Utilize your Career Research & Preparation Tool to organize and complete the informational interview activity
- Submit your updated tool through Canvas

Week 7-10 60 minutes/week (180 min)

- Complete the **Articulating Your Career Skills module**
- Complete module content
- Open your Career Research & Preparation Tool to complete the Level 3 activities
- Complete resume update activity
- Complete interview preparation activity
- Submit your updated tool via Canvas
- Submit the request form to complete the SkillSurvey Assessment
- Complete the SkillSurvey self-assessment
- Supervisor completes SkillSurvey assessment
- Review Career Readiness Report with supervisor

Week 11-12 45 minutes/week (90 min)

- Complete the **Self-Directed Growth module**
- Complete module content
- Review and become familiar with the Work+ website and level-up monthly blogs
- Start your self-directed professional development journey by identifying monthly level-up activities
- Submit 2 level-up activities on a monthly basis
- Add newly developed skills and professional development experiences in your Work+ Accomplishment Tracker

***It is recommended that students complete 6 off the pathway activities during this time**